**STAR Team,**

As we schedule visits, we will be sending you invites as a courtesy to let you know when we plan on being at your site. If there is a conflict with your schedule just let us know and we will reschedule. Some of our visits will be during class time to observe lessons in order to provide coaching support. Our visits are not meant to be disruptive. If you are teaching when we arrive, keep going with your lesson. We will come in and try to blend as much as possible. Other visits will be during your resource/planning to provide feedback and address any concerns you may have. We can also come before or after school for this purpose. If you can email us your classroom schedule, it would help us tremendously as we plan our visits. If you have an urgent need come up, email us and we will stop by as soon as possible. We may already be in the area and can just swing by. It is much easier to reach us by email. We are rarely in the office but check email throughout the day!

**2/3 Teachers:**

Our first order of business has been to resolve the Reach Higher materials nightmare. We have been visiting schools to do a materials check and locate missing items. At this point most of you have everything except the Comprehension A workbooks. If you were missing these workbooks, you received copies of the first three weeks pages. If the books do not come in, more copies will be provided until the workbooks are delivered. There are some schools that also have not yet received Reasoning and Writing backordered materials. These are being delivered to schools. When you receive either of these items, please let us know. We will continue to follow- up for those of you still missing these components.

Many of you have given the placement tests and have begun using Decoding B1 and Comprehension A with your students. We recommended that you create two groups (high and low) and place all students in these materials. As you progress through the lessons and establish the rituals and routines let us know if you feel that a student is incorrectly placed. We will come out and review the placement test results and work with you on a case by case basis to determine the best course of action for each student.

**4/5 Teachers:**

Hopefully you are not having materials issues since you use the same curriculum materials as the Gen Ed classes. Be sure to let us know if you do have any materials concerns. STAR did not purchase Step Up to Writing this year. Many of you have these materials in your schools already. We will be posting training dates and if you attend the training, you will receive a set of materials. You can get started with the materials you received in the summer training. Make sure to implement the STAR model and use your para during both the reading and math rotations.

Looking forward to a terrific year,

Rae and Laura